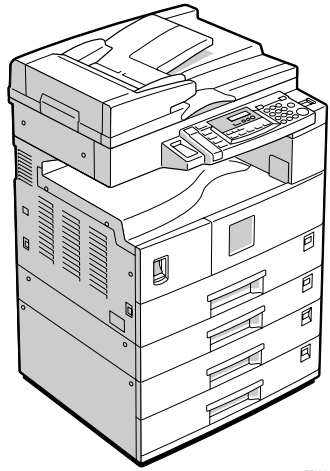
1502/1802/1802d

Operating Instructions

Copy Reference



ZENH010E

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Copy Reference before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety

This machine is considered a CDRH class I laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 760-800 nanometer wavelength, GaAlAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see P.iv *"Machine Types"*.)

- Type 1: 15 copies/minute (A4 ▯, $8\frac{1}{2}$" × 11" ▯)
- Type 2: 18 copies/minute (A4 ▯, $8\frac{1}{2}$" × 11" ▯)

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Power Source

120V, 60Hz, 12A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see P.69 *"Power Connection"*.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

Safety Information

When using your equipment, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ ***WARNING:***
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ ***WARNING:***

- ***Connect the power cord directly into a wall outlet and never use an extension cord.***
- ***Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.***
- ***To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.***
- ***Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:***
  - ***You spill something into the equipment.***
  - ***You suspect that your equipment needs service or repair.***
  - ***Your equipment's cover has been damaged.***
- ***Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.***
- ***Disposal can take place at our authorized dealer or at appropriate collection sites.***
- ***Dispose of the used toner cartridge in accordance with the local regulation.***

⚠ *CAUTION:*

- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.*
- *Keep toner (used or unused) and toner cartridge out of the reach of children.*
- *For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise it could cause a personal burn.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

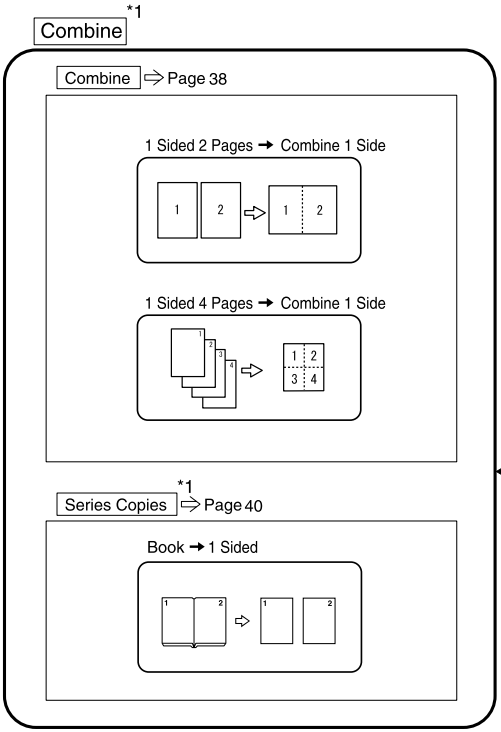
【 】
Keys built into the machine's operation panel.

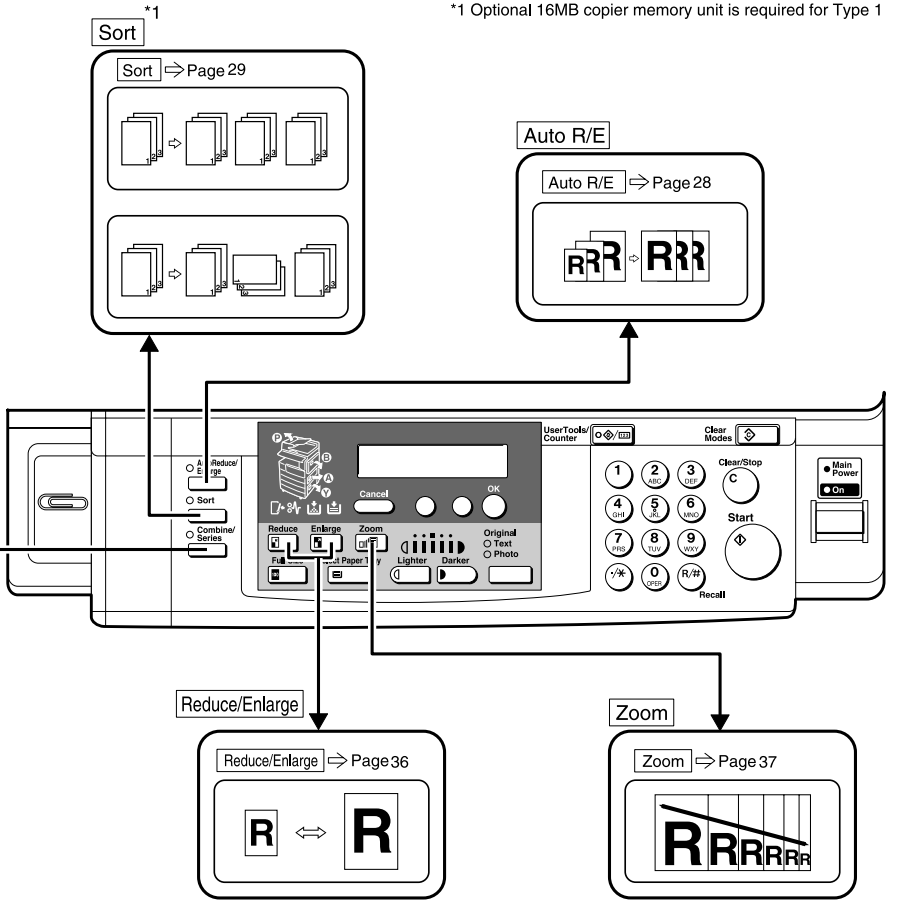
Machine Types

This machine comes in two models which vary in copy speed.

	Type 1	**Type 2**
Copy speed	15 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)	18 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)
Fax unit	Option	Option
Printer unit	Option	Option

What You Can Do with This Machine





*1 Optional 16MB copier memory unit is required for Type 1

GCFUNK3N

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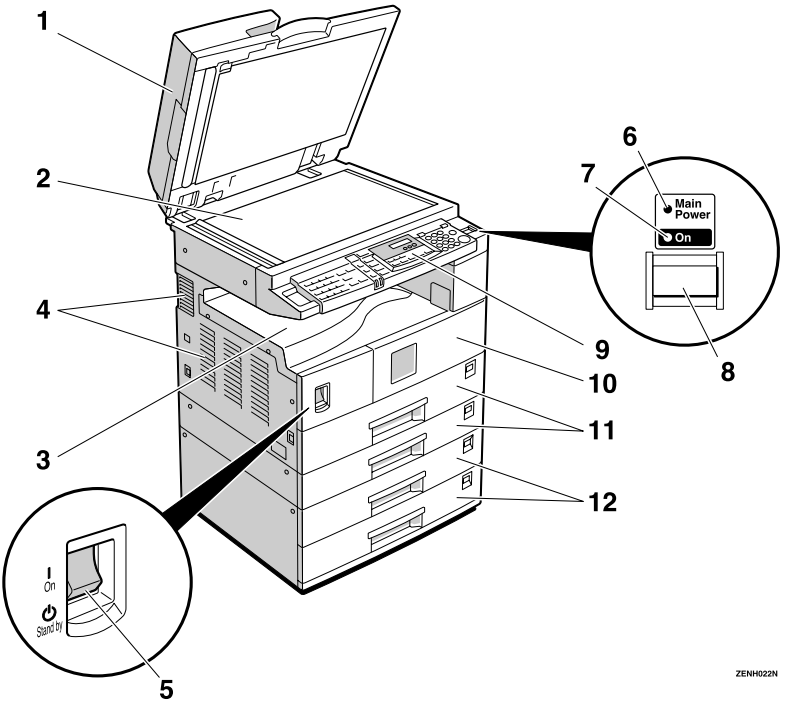
Guide to Components



1. Platen cover or document feeder (ADF) (option)

Lower the platen cover over originals placed on the exposure glass for copying. If you have the document feeder, insert a stack of originals here. They will be fed automatically.

2. Exposure glass

Position originals here face down for copying. See P.10 *"Originals"*.

3. Internal tray

Copied paper is delivered here face down.

4. Ventilation hole

Prevents overheating. Do not obstruct the ventilation hole by placing or leaning an object near it. If the machine overheats, a fault might occur.

5. Main power switch

If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on. However, if the machine is installed with the fax option, do not turn the main power off.

6. Main Power indicator

This indicator lights up when the main power switch is turned on, and goes off when the switch is turned off.

7. On indicator

This indicator lights up when the operation switch is turned on, and goes off when the switch is turned off.

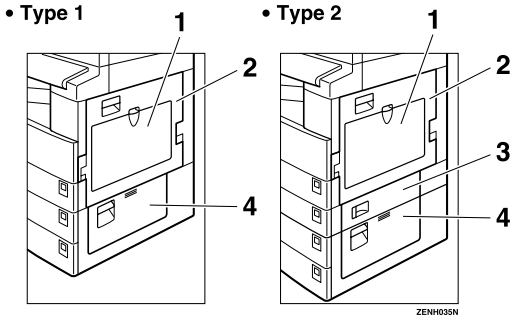
8. Operation switch
Press this switch to turn the power on (the On indicator lights up). To turn the power off, press this switch again (the On indicator goes off).

9. Operation panel
See P.4 *"Operation Panel"*.

10. Front cover
Open to access the inside of the machine.

11. Paper tray
Set paper here. See P.47 *"Loading Paper"*.

12. Paper tray unit (option)
There are two types of paper tray unit, 1–tray type and 2–tray type, and each tray holds 500 sheets of paper.



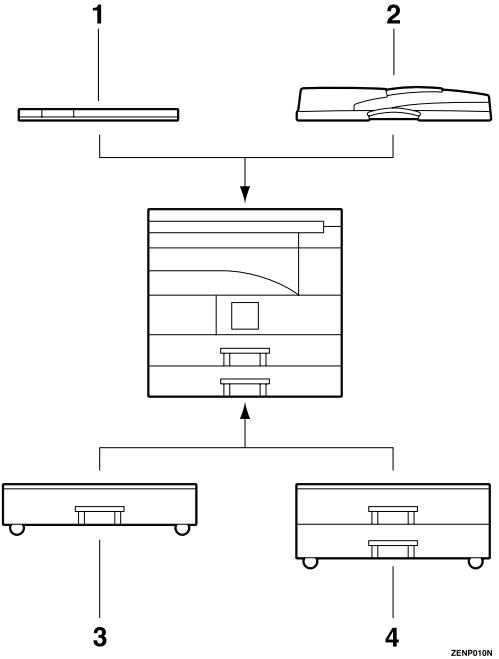
1. Bypass tray
Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and non-standard size paper. See P.31 *"Copying from the Bypass Tray"*.

2. Right cover
Open this cover to remove jammed paper fed from the paper tray.

3. Lower right cover (Type 2 only)
Open this cover to remove jammed paper fed from the paper tray unit.

4. Lower right cover
Open this cover to remove jammed paper from the optional paper tray unit.

Options



1. **Platen cover**
Lower this cover over originals for copying.

2. **Document feeder (ADF)**
Insert a stack of originals here.
They will be fed automatically.

3. **Paper tray unit (1-tray type)**
Holds 500 sheets of paper.

4. **Paper tray unit (2-tray type)**
Holds up to 1,000 sheets of paper. Each paper tray holds 500 sheets of paper.

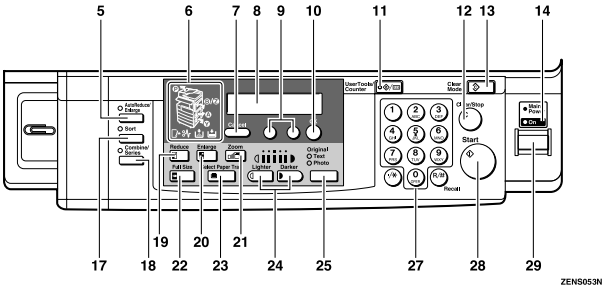
Other options:

- 16MB copier memory unit (Type 1 only)
  Increases copier features, allowing you to use Sort or Combine features.

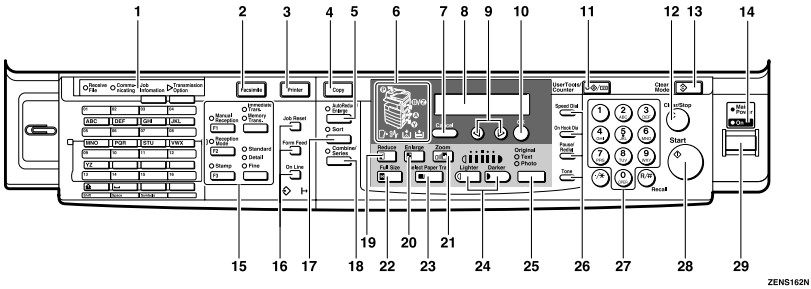
  Note
  ❒ For North American users, a 16MB copier memory unit is installed as the standard.
- 32MB DIMM
  Increases memory capacity, allowing you to increase the data of originals to be stored. For Type 1, it is available only when the optional 16MB copier memory unit is installed.

Operation Panel

❖ **Copier only**



❖ **Fax or printer installed**



1. **Indicators for fax mode (for machines with the optional fax function)**

See the Facsimile Reference manual.

2. **【Facsimile】 key (for machines with the optional fax function)**

Press to use facsimile functions.

3. **【Printer】 key (for machines with the optional printer function)**

Press to use printer functions.

4. **【Copy】 key (for machines with the optional fax or printer function)**

Press to use copy functions.

5. **【Auto R/E】 key**

Enlarges or reduces the image automatically according to the specified paper size.

6. **Indicators**

These indicators show errors or the status of the machine. See P.43 *"Troubleshooting"*.

7. **【Cancel】 key**

Press to cancel an operation or return to the previous display.

8. **Panel display**

Shows operation status, error messages, and function menu. See P.6 *"Panel Display"*.

9. **◀▶ keys (Cursor keys)**

Press to select an item on the panel display.

10. **【OK】 key**

11. **【User Tools/Counter】 key**

Press to change the default settings and conditions to meet your requirements. See P.59 *"User Tools (Copier Features)"*.

12. 【Clear/Stop】 key
While entering numbers, press to cancel a number you have entered. While copying, press to stop copying.

13. 【Clear Modes】 key
Press to clear the previously entered copy job settings.

14. On indicator
This indicator lights up when the operation switch is turned on, and goes off when the operation switch is turned off.

15. Fax function keys (Fax installed machine only)
Press to change modes. To use copy functions, press the 【Copy】 key.

16. Printer function keys (Printer installed machine only)
Press to change modes. To use copy functions, press the 【Copy】 key.

17. 【Sort】 key
Automatically sorts copies. Type 1 requires the optional 16MB copier memory unit.

18. 【Combine/Series】 key
- Combine (Type 1 requires the optional 16MB copier memory unit)
  Press to make combine copies. See P.38 *"Combine"*.
- Series (Type 1 requires the optional 16MB copier memory unit)
  Press to make series copies. See P.40 *"Series Copies"*.

19. 【Reduce】 key
Press to make reduced copies. See P.36 *"Preset Reduce/Enlarge"*.

20. 【Enlarge】 key
Press to make enlarged copies. See P.36 *"Preset Reduce/Enlarge"*.

21. 【Zoom】 key
Changes the reproduction ratio in 1% steps.

22. 【Full Size】 key
For making full size copies.

23. 【Select Paper Tray】 key
Press to select the paper tray.

24. 【Lighter】 and 【Darker】 keys
Adjusts the copy image density.

25. 【Original Type】 key
Press to select the type of your originals.

26. Dial Function keys (for machines with the optional fax function)
See the Facsimile Reference manual.

27. Number keys
Use to enter the desired number of copies and data for selected modes.

28. 【Start】 key
Press to start copying. Also use to initiate Auto Start. See P.35 *"Auto Start"*.

29. Operation switch
Press this switch to turn the power on or return from the low power mode (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).

Panel Display

The panel display shows the status of the machine, error messages, and function menus.

Important

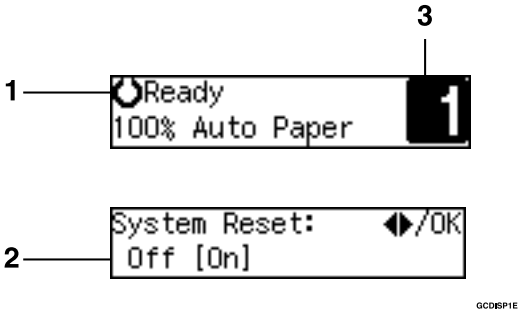
❒ Do not apply a strong shock or force of about 30N (about 3kgf) or more to the panel display. Otherwise, the display might be damaged.

Note

❒ By default, the machine is in Copy mode when you switch on. This can be changed. See "Settings You Can Change with the User Tools" in the System Settings manual.

Displays and Key Operations

❖ Copy display



1. **Upper line: The machine status or currently selected functions appear here.**

2. **Bottom line: Items which can be selected or specified, or messages appear here. Currently selected items are displayed with brackets.**

3. **Number of copies set.**

❖ Common keys

◁ or ▷	Press to move between pages or select function.
【Cancel】	Press to cancel an operation or return to the previous display.
【Clear /Stop】	While entering numbers, press to cancel a number you have entered. While copying, press to stop copying.
【Clear Modes】	Press to cancel the settings and return to the standby mode.
【OK】	Press to sets a selected function or entered value.

Turning on the Power

To turn the machine on, press the operation switch.

Note

❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See "6.Auto Off Timer" in the System Settings manual.

Power switches

This machine has two power switches.

❖ **Operation switch (right side of the operation panel)**
Press this switch to activate the machine. When the machine has warmed up, you can make copies.

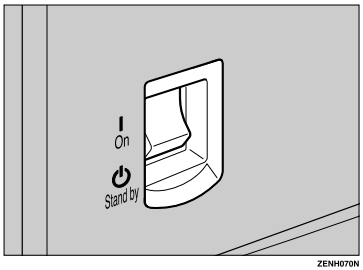
❖ **Main power switch (left side of the machine)**
When the machine is not to be used for an extended period of time, turn off the main power switch.

Turning on the Main Power

1 **Make sure that the power cord is firmly plugged into the wall outlet.**

2 **Turn on the main power switch.**

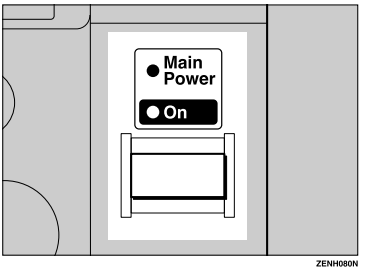
The **main power** indicator on the operation panel goes on.



Starting the Machine

1 **Press the operation switch to make the On indicator go on.**

The display panel will come on.



Note

- ❒ If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.
- ❒ During the warm-up period (less than 20 seconds), you can use the Auto Start function. See P.35 *"Auto Start"*.
- ❒ You can set up a copy job and press the 【**Start**】 key while the "Select Modes and Press Start" message is displayed.
- ❒ When "Input User Code and Press OK" is displayed, enter your user code.

Shutting Down the Machine

1 **Press the operation switch to make the On indicator go off and change to Low Power mode.**

Turning Off the Main Power

1 **Turn off the main power switch.**

The **main power** indicator of the operation panel goes off.

Important

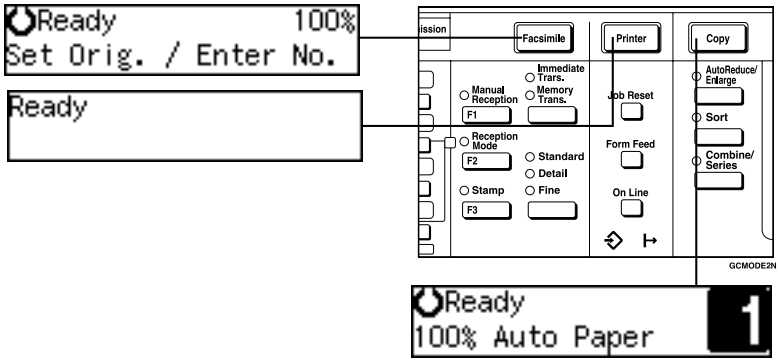
- ❒ Fax files stored in memory will be lost an hour after you turn the main power switch off or you unplug the power cord.

Changing Modes

You can use this machine not only as a copier, but optionally as a fax machine or a printer as well. Press the **【Copy】** key to use copy functions, or press the **【Facsimile】** key to use facsimile functions.

If the display shows a mode other than copy mode, press the **【Copy】** key to switch to copy mode.

For how to change the mode the machine starts in when you turn the operation switch on, see "1.Function Priority" in the System Settings manual.



Limitation

❒ You cannot switch modes in any of the following cases:

- When scanning in a fax message for transmission.
- During immediate transmission.
- When accessing the user tools.
- During on hook dialing for fax transmission.
- During Energy Saver mode.
- When the fax handset is lifted.

Originals

Sizes and Weights of Recommended Originals

❖ Metric version

Where original is set	Original Size	Original Weight
Exposure glass	Up to A3	--
Document feeder	1-sided originals: A3 – A5	40 – 128g/m^2

❖ Inch version

Where original is set	Original Size	Original Weight
Exposure glass	Up to 11" × 17"	--
Document feeder	1-sided originals: 11" × 17" – $5^1/_2$" × $8^1/_2$"	11 – 34 lb

Non-recommended originals for the document feeder

Setting the following originals in the document feeder might cause paper misfeeds or damage to the originals. Set these originals on the exposure glass.

- Originals other than those specified in P.10 *"Sizes and Weights of Recommended Originals"*
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin originals that have low stiffness
- Originals of inappropriate weight P.10 *"Sizes and Weights of Recommended Originals"*
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

Sizes Difficult to Detect

It is difficult for the machine to detect the sizes of the following originals, so select the paper size manually.

- Originals with indexes, tags, or other projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with many letters and drawings
- Originals which partially contain solid images
- Originals which have solid images at their edges
- Originals other than those (marked by ❍) in the table below. See P.11 *"Sizes detectable by the Auto Paper Select"*.

Sizes detectable by the Auto Paper Select

❖ Metric version

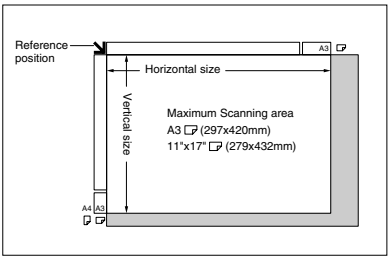
Size / Where setting original	A3 ▭	B4 JIS ▭	A4 ▯ ▭	B5 JIS ▯	B5 JIS ▭	A5 ▯	A5 ▭	11" × 17" ▭	11" × 15" ▭	8½" × 14" ▭	8½" × 13" ▭	8½" × 11" ▯ ▭	5½" × 8½" ▯ ▭
Exposure glass	❍	❍	❍	❍	×	×	×	×	×	×	❍	×	×
Document feeder	❍	❍	❍	❍	❍	❍	❍	×	×	×	❍	×	×

❖ Inch version

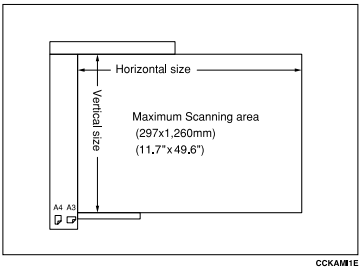
Size / Where setting original	A3 ▭	B4 JIS ▭	A4 ▯ ▭	B5 JIS ▯ ▭	A5 ▯ ▭	11" × 17" ▭	10" × 14" ▭	8½" × 14" ▭	8½" × 13" ▭	8½" × 11" ▯ ▭	8" × 10" ▯	5½" × 8½" ▯ ▭
Exposure glass	×	×	×	×	×	❍	×	❍	❍	❍	×	×
Document feeder	×	×	×	×	×	❍	×	❍	❍	❍	×	❍

Original Sizes and Scanning Area/Missing Image Area

❖ Exposure glass



❖ Document feeder



Limitation

❒ Even if you correctly set originals in the document feeder or on the exposure glass, 4mm, 0.2" margins on all four sides might not be copied.

Copy Paper

Recommended Paper Sizes and Types

The following limitations apply to each tray:

	Metric version	Inch version	Paper weight	Paper capacity
Paper Tray 1, 2	A3□, B4JIS□, A4□□, B5JIS□□, A5□, 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 13"□, 8 1/4" × 14"□, 8 1/4" × 13"□, 8" × 13"□, 8 1/2" × 11"□□, 7 1/4" × 10 1/2"□, 5 1/2" × 8 1/2"□, 8K□ *3, 16K□□ *4 **Note** ❒ You can specify the paper size with the user tools or the paper size selector. See P.54 *"Changing the Paper Size"*.		60 – 90g/m², 16 – 24 lb	250 sheets *1
Paper tray unit (option)	A3□, B4JIS□, A4□□, B5JIS□□, A5□□, 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 13"□, 8 1/4" × 14"□, 8 1/4" × 13"□, 8" × 13"□, 8 1/2" × 11"□□, 7 1/4" × 10 1/2"□□, 5 1/2" × 8 1/2"□, 8K□ *3, 16K□□ *4 **Note** ❒ You can specify the paper size with the user tools or the paper size selector. See P.54 *"Changing the Paper Size"*.		60 – 105g/m², 16 – 28 lb	500 sheets *1

		Metric version	Inch version	Paper weight	Paper capacity
Bypass tray	Standard Sizes	A3, B4JIS		52 – 162g/m², 14 – 43 lb	10 sheets *1
		A4, B5JIS, A5, B6JIS	A4, B5JIS, A5, B6JIS		100 sheets *1
		11"×17" *2, 8 1/2"×14", 8 1/2"×13"(F4), 8 1/4"×13", 8"×13"(F), 8 1/2"×11", 7 1/4"×10 1/2", 5 1/2"×8 1/2", 8K *3, 16K *4	11"×17" *2, 8 1/2"×14", 8 1/2"×13"(F4), 8 1/4"×13", 8"×13"(F), 8 1/2"×11", 7 1/4"×10 1/2", 5 1/2"×8 1/2", 8K *3, 16K *4		
		A3, B4JIS		60 – 157g/m², 16 – 42 lb	10 sheets *1
		A4, B5JIS, A5, B6JIS			40 sheets *1
		11"×17", 8 1/2"×14", 8 1/2"×13", 8 1/4"×13", 8"×13", 8 1/2"×11", 7 1/4"×10 1/2", 5 1/2"×8 1/2", 8K *3, 16K *4			
	Non-standard sizes *5	Translucent paper (A3, B4JIS), OHP transparencies			10 sheets
		Translucent paper (A4, B5JIS), postcards			40 sheets
		Adhesive labels (B4JIS, A4)			1 sheets

Note

❒ You can specify the paper size. See P.31 *"Copying from the Bypass Tray"*.

*1 Paper weight: 80g/m², 20 lb

*2 When you set non-standard size paper in the bypass tray, You can specify the size. See P.31 *"Copying from the Bypass Tray"*.

*3 8K(Ba-Kai) = 267 × 390 mm, 10.6" × 15.4"

*4 16K(Shi-Lui-Kai) = 195 × 267 mm, 7.7" × 10.6"

*5 Set one sheet at a time for your needs. See P.31 *"Copying from the Bypass Tray"*.

Important

❒ If you use damp or curled paper, a misfeed might occur. In such a case, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

Note

❒ When you use the bypass tray, it is recommended to set the copy paper direction to ⇨.

❒ Postcards should be fed from the bypass tray.

❒ If you load paper of the same size and in the same direction in two or more trays, the machine automatically shifts to another tray when the tray in use runs out of paper. This function is called Auto Tray Switch. This saves interrupting a copy run to replenish paper even when you make a large number of copies. You can cancel this setting. See "10Auto Tray Switch" of the System Settings manual.

Reference

If you want to add paper, see P.47 "*Loading Paper*".

If you want to change the paper size, see P.54 "*Changing the Paper Size*".

Non-recommended Paper

⚠ ***CAUTION:***

- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or equipment failure.*

Important

❒ Do not use any of the following kinds of paper or a fault might occur.

- Thermal fax paper
- Art paper
- Aluminum foil
- Carbon paper
- Conductive paper

❒ Do not use copy paper that has been already copied on. Otherwise, a paper misfeed might occur.

Note

❒ Do not use any of the following kinds of paper or a misfeed might occur.

- Bent, folded, or creased paper
- Torn paper
- Slippery paper
- Perforated paper
- Rough paper
- Thin paper that has low stiffness
- Paper with much paper dust on its surface

❒ If you make copies on rough grain paper, the copy image might be blurred.

❒ Do not use paper which has been copied or printed on.

Paper Storage

Note

❒ When storing paper, the following precautions should always be followed:
- Do not store paper where it will be exposed to direct sunlight.
- Avoid storing paper in humid areas (humidity: 70% or less).
- Store on a flat surface.

❒ Keep open reams of papers in the package, and store as you would unopened paper.

❒ Under high temperature and high humidity, or low temperature and low humidity conditions, store papers in a plastic bag.

Toner

Handling Toner

⚠ ***WARNING:***

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations for plastics.***

⚠ ***CAUTION:***

- *Keep toner (used or unused) and toner containers out of reach of children.*

⚠ ***CAUTION:***

- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

Important

❒ If you use toner other than that recommended type, a fault might occur.

Reference

If you want to add toner, see P.49 *"Changing the Toner Cartridge"*.

Toner Storage

Note

❒ When storing toner, the following precautions should always be followed:

- Store toner containers in a cool, dry place free from direct sunlight.
- Store on a flat surface.

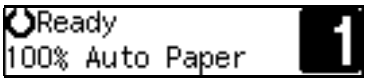
Used Toner

Note

❒ Used toner cannot be re-used.

Basic Procedure

1 **Make sure that the machine is in Copy mode.**



Note

❒ If not, press the 【Copy】 key.

2 **When the machine is set for user codes, enter the user code with the number keys and then press the 【#】 or 【OK】 key.**

Reference

See P.35 *"User Codes"*.

3 **Make sure that there are no previous settings remaining.**

Note

❒ To clear settings, press the 【Clear Modes】 key.

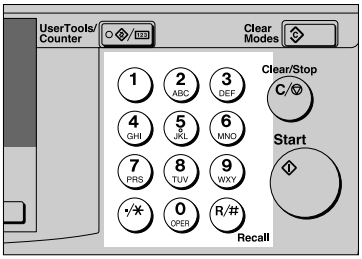
4 **Set your originals.**

Reference

See P.21 *"Setting Originals"*.

5 **Set the desired settings.**

6 **Enter the number of copies required with the number keys.**



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Note

❒ The maximum copy quantity can be set between 1 and 99 (default: *99*). See "2.Max. Copy Q'ty" in P.62 *"Copier Features"*.

❒ To change the number entered, press the 【Clear/Stop】 key and enter the new number.

7 **Press the 【Start】 key.**

The machine starts copying.

Note

❒ To stop the machine during the multi-copy run, press the 【Clear/Stop】 key.

❒ To return the machine to the initial condition after copying, press the 【Clear Modes】 key.

❒ For Type 1 without the optional 16MB copier memory unit, you cannot copy more than 1 page from the document feeder.

System Reset

The machine returns to its prioritized mode automatically after your job is finished, after a certain period of time. This function is called "System Reset".

Note

❒ You can change the System Reset time. See "3.System Reset" in the System Settings manual.

Auto Off

The machine turns itself off automatically after your job is finished, after a certain period of time. This function is called "Auto Off".

Note

❒ How to exit Auto Off mode depends on your machine configuration:

- Copier only — press the main power switch
- Copier and fax or printer — press the operation switch

❒ You can change the Auto Off time. See "6.Auto Off Timer" in the System Settings manual.

Setting Originals

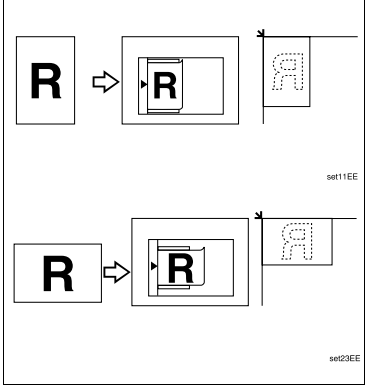
Limitation

❒ Set originals after correction fluid and ink has completely dried. Not taking this precaution could mark the exposure glass and cause marks to be copied.

Note

❒ Basically the originals should be aligned to the rear left corner. However, some copy functions may produce different results depending on the direction of the originals. For details, see explanations of each function.

Originals	Document feeder	Exposure glass



Reference

See P.10 *"Originals"*.

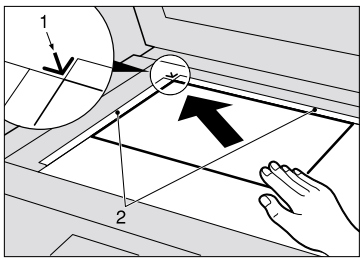
Placing Originals on the Exposure Glass

1 **Lift the platen cover or the document feeder.**

Note

❒ Be sure to open the platen cover or the document feeder by more than 30°, otherwise the original size might not be detected correctly.

2 **Set the original face down on the exposure glass. The original should be aligned to the rear left corner.**



1. **Reference mark**

2. **Scale**

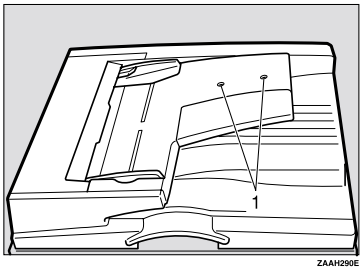
3 **Lower the platen cover or the document feeder.**

Loading Originals in the Document Feeder

Note

- ❒ The original might become dirty if it is written with a pencil or similar tools.
- ❒ You cannot set a multi-page original with pages of different sizes in the document feeder. If your original contains pages of different sizes, use the SADF function and set each page one at a time. Alternatively, set pages one at a time on the exposure glass.
- ❒ Do not place any foreign objects on the document feeder or cover it with your hand. This could cause the size not to be detected properly.

❖ **ADF**



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1. **Sensor**

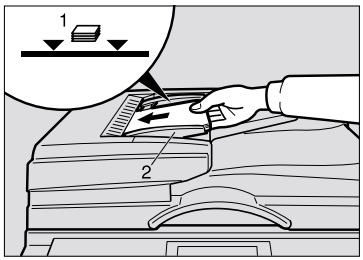
Reference

Regarding originals that the document feeder can handle, see P.10 *"Originals"*.

Setting a stack of originals in the document feeder

1 **Adjust the guide to the original size.**

2 **Set the aligned originals face up into the document feeder.**



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1. **Limit mark**

2. **Document guide**

Note

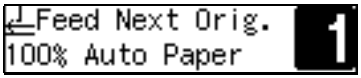
- ❒ Do not stack originals above the limit mark.
- ❒ To avoid a multi-sheet feed, shuffle the originals before setting them in the document feeder.

When SADF mode is selected

1 **Set one original face up into the document feeder. Then press the 【Start】 key.**

2 **When the machine instructs you to set another original, set the next page.**

The second and subsequent originals can be fed automatically without pressing the 【Start】 key.



Note

❒ You can adjust the time the machine waits before being ready for the next original. See "6.SADF Auto Reset"in P.62 *"Settings You Can Change with the User Tools"*.

Setting Custom Original Size in the Document Feeder

Limitation

❒ Enter the size of your original if it is not one of the following: A3, B4JIS, A4, B5JIS, A5, 11"× 17", 11"× 15", $8^1/_2$" × 14", $8^1/_2$" × 13", $8^1/_2$" × 11", $5^1/_2$" × $8^1/_2$"

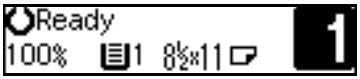
❒ For ADF, the paper size that can be set with this function is vertical 105–297mm, 4" × 12", horizontal 128–1,260mm, 5" × 50".

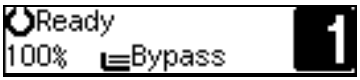
❒ The maximum copy paper size is 297 × 432mm, 11" × 17".

❒ You cannot use the Auto Paper Select function with this function.

1 **Set one original face up into the document feeder.**

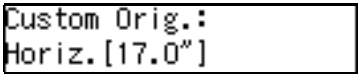
2 **Press the 【Select Paper Tray】 to select your desired paper tray or bypass tray.**



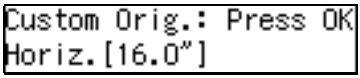


Selecting paper from a paper tray

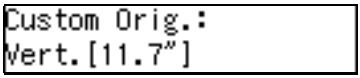
❶ **Press the [#] key.**



❷ **Enter the horizontal size of the original with the number keys, then press the [OK] key.**

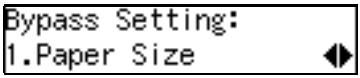


❸ **Enter the vertical size of the original with the number keys, then press the [OK] or [#] key.**

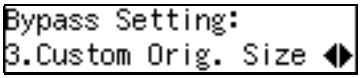


Selecting paper from the bypass tray

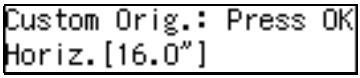
❶ **Press the [#] key.**



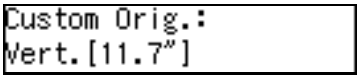
❷ **Press the ◁ or ▷ key until "3.Custom Orig. Size" is displayed, then press the [OK] key.**



❸ **Enter the horizontal size of the original with the number keys, then press the [OK] key.**



❹ **Enter the vertical size of the original with the number keys, then press the [OK] or [#] key.**



3 **Press the [Start] key.**

Basic Functions

The following basic functions are explained in this section.

❖ **Adjusting Copy Image Density**

❖ **Selecting an Original Type**
Text and Photo

❖ **Selecting Copy Paper**
Auto Paper Select and Manual Paper Select

❖ **Auto Reduce/Enlarge**
The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.

Note

❒ You can select functions to be activated when System Reset is turned on, when Energy Saver is turned off, or after the machine is powered on. See P.62 *"Copier Features"*.

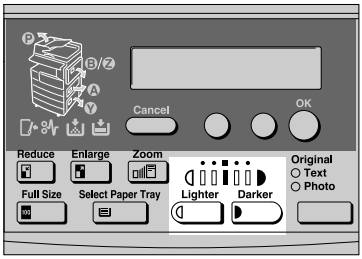
❒ You can change default settings for basic functions. See P.62 *"Settings You Can Change with the User Tools"*.

Adjusting Copy Image Density

You can adjust the copy image density to match your originals.

If you require darker or lighter copies, adjust the image density yourself.

1 Press the 【Lighter】 or 【Darker】 key to adjust the image density.



Selecting an Original Type

There are two ways to match your originals:

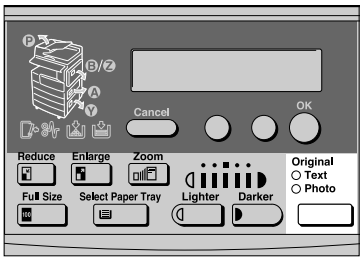
❖ **Text**
If you do not select either mode, your originals will be scanned with the settings suitable for text originals (Text mode).

❖ **Photo**
Delicate tones of photographs and pictures can be reproduced with this mode.

Note

❒ You can change the detailed settings for Text and Photo each with the User Tools. See P.62 *"Settings You Can Change with the User Tools"*.

1 **Press the 【Original Type】 key and select the original type.**



Note

❒ Press the 【Original Type】 key to step through the following types:

Upper indicator lit	Text
Lower indicator lit	Photo

Selecting Copy Paper

There are two ways to select copy paper:

❖ Auto Paper Select

The machine selects a suitable size of copy paper automatically based on the original size and the reproduction ratio.

Note

❒ When the original is set at a different direction from the copy paper in the paper tray the machine automatically rotates the original image by 90° to match the copy paper direction (Type 1 requires the optional 16MB copier memory unit). This applies to the following paper sizes:

Metric version	A4 ⬓⬔, B5JIS ⬓⬔, A5 ⬓⬔
Inch version	$8\frac{1}{2}$" × 11" ⬓⬔, $5\frac{1}{2}$" × $8\frac{1}{2}$" ⬓⬔ (document feeder)

❖ Manual Paper Select

You can select the desired copy paper size manually. You can also select the bypass tray.

Reference

See P.31 *"Copying from the Bypass Tray"*.

Note

❒ When you use Auto Paper Select, refer to the following table for possible copy paper sizes and directions (if the ratio is 100%).

❖ Metric version

Where original is set	Paper size and direction
Exposure glass	A3 ⬓, B4JIS ⬓, A4 ⬓⬔, B5JIS ⬓, $8\frac{1}{2}$" × 13" ⬓
Document feeder	A3 ⬓, B4JIS ⬓, A4 ⬓⬔, B5JIS ⬓⬔, A5 ⬓⬔, $8\frac{1}{2}$" × 13"⬓

❖ Inch version

Where original is set	Paper size and direction
Exposure glass	11"× 17"⬓, $8\frac{1}{2}$" × 14" ⬓, $8\frac{1}{2}$" × 13" ⬓, $8\frac{1}{2}$" × 11" ⬓⬔
Document feeder	11"×17"⬓, $8\frac{1}{2}$" × 14" ⬓, $8\frac{1}{2}$" × 13" ⬓, $8\frac{1}{2}$" × 11" ⬓⬔, $5\frac{1}{2}$" × $8\frac{1}{2}$"⬓⬔

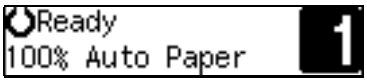
❒ For some originals, the original size might not be detected correctly. See P.11 *"Sizes Difficult to Detect"*.

❒ If you specify all papers trays as containing special paper, you cannot use the Auto Paper Select function.

1 **Select the copy paper.**

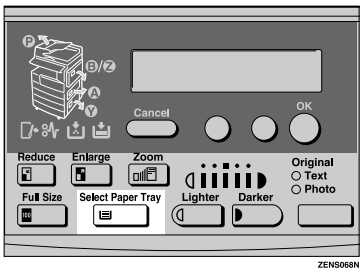
Auto Paper Select

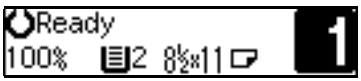
❶ **Make sure that "Auto Paper" (Auto Paper Select) is selected.**



Manual Paper Select

❶ **Select the paper tray or bypass tray by pressing the 【Select Paper Tray】 key.**





Rotate Copy (Type 1 requires the optional 16MB copier memory unit)

If the direction in which your original is set (landscape or portrait) is different from the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper. This function works when Auto Paper Select or Auto Reduce/Enlarge are selected. See "Auto Paper Select" in P.26 *"Selecting Copy Paper"* and P.28 *"Auto Reduce/Enlarge"*.

Original orientation	Paper orientation	Rotates the image and copies it
R		R

GCROTA0E

Limitation

❒ You cannot use the Rotated Copy function when enlarging onto B4JIS or A3 size paper. In this case, set your original in the landscape direction.

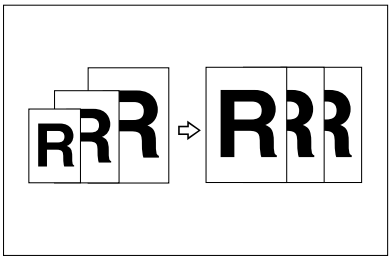
	You cannot rotate:	However, you can rotate:
Original Size and Direction	A4, B5JIS, or A5 portrait *1	A4, B5JIS, or A5 landscape
	R	R
	↓ when enlarging to	↓ when enlarging to
Copy paper Size and Direction	B4JIS, A3 *1	B4JIS, A3
	R	R

*1 For inch version, 11" × 17", 8 1/2" × 14", 8 1/2" × 13", 8 1/4" × 14", 8 1/4" × 13" and 8" × 13".

2

Auto Reduce/Enlarge

The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.



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Limitation

❒ You cannot use the bypass tray with this function.

Note

❒ When you use Auto Reduce/Enlarge, refer to the following table for possible original sizes and directions:

❖ Metric version

Where original is set	Original size and direction
Exposure glass	A3▭, B4JIS ▭, A4 ▯▭, B5JIS ▯, $8^1/_2$" × 13" ▭
Document feeder	A3 ▭, B4JIS ▭, A4 ▯▭, B5JIS ▯▭, A5 ▯▭, $8^1/_2$" × 13"▭

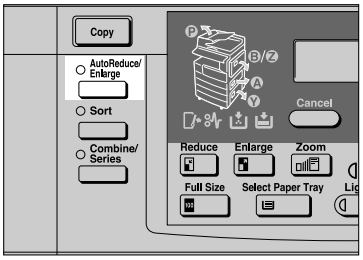
❖ Inch version

Where original is set	Original size and direction
Exposure glass	11" × 17" ▭, $8^1/_2$" × 14" ▭, $8^1/_2$" × 13" ▭, $8^1/_2$" × 11" ▯▭
Document feeder	11" × 17"▭, $8^1/_2$" × 14" ▭, $8^1/_2$" × 11" ▯▭, $5^1/_2$" × $8^1/_2$" ▯▭

❒ You can change the reproduction ratio from 50 – 200 %.

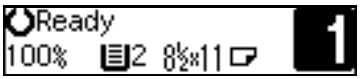
❒ For some originals, the original size might not be detected correctly. See P.11 *"Sizes Difficult to Detect"*.

1 **Press the 【Auto R/E】 key.**



ZENS175N

2 **Select the paper tray by pressing the 【Select Paper Tray】 key.**



3 **Press the 【Start】 key.**

Sort

Type 1 requires the optional 16MB copier memory unit.

The machine can scan your originals into memory and automatically sort the copies.

- Sort
- Rotate Sort

Limitation

❒ The maximum paper length for the sort function is less than 433 mm.

❒ You cannot use the bypass tray with the Rotate Sort.

Note

❒ The maximum tray capacity is as follows. When the number of copies exceeds the tray capacity, remove copies from the tray.

❖ Metric version

Internal tray	• B4JIS or larger: 250 sheets (80g/m^2) • A4 or smaller: 500 sheets (80g/m^2)

❖ Inch version

Internal tray	• 8$^1/_2$" × 14" or larger: 250 sheets (20 lb) • 8$^1/_2$" × 11" or smaller: 500 sheets (20 lb)

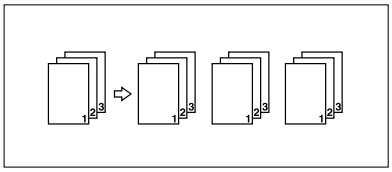
❒ The maximum tray capacity might be less than the above when you use the Rotate Sort.

❒ The maximum tray capacity might also be reduced when copy paper is considerably curled.

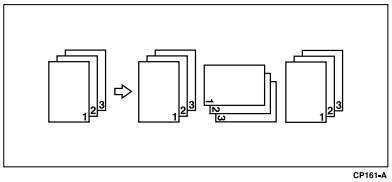
Sort

Copies can be assembled as sets in sequential order.

❖ Sort



❖ Rotate Sort



Two sorting methods are available:

❖ Sort

Copies can be assembled as sets in sequential order.

❖ Rotate Sort

Every other copy set is rotated by 90° and delivered to the copy tray.

Note

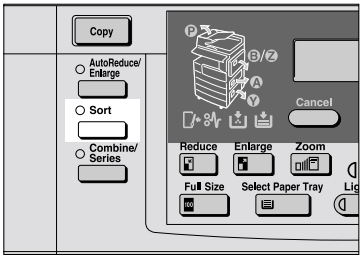
❒ To switch between Sort and Rotate Sort modes, access the user tools. See "9.Sort" in P.62 *"Settings You Can Change with the User Tools"*.

❒ The paper sizes that can be used with the Rotate Sort function are as follows:

Metric version	A4 B5JIS
Inch version	8$^1/_2$" × 11"

❒ To use the Rotate Sort function, two paper trays identical in size and different in direction ( ) are required.

1 Press the [Sort] key.



2 Enter the number of copy sets with the number keys.

Note

❒ By default, the maximum number of sets is 99. You can change the default number with "2.Max. Copy Q'ty" in the copier features. See P.62 *"Settings You Can Change with the User Tools"*.

3 Set your originals.

When setting a stack of originals in the document feeder

❶ Set a stack of originals in the document feeder, then press the [Start] key.

After all the originals are scanned, the copies are delivered to the tray.

Note

❒ If an original is misfed, reset your originals in the document feeder according to the instruction on the display. The display will indicate the number of originals you should return.

When setting an original on the exposure glass or in the document feeder

Reference

See P.23 *"When SADF mode is selected"*

❶ Set the original, then press the [Start] key.

❷ Set the next original, then press the [Start] key.

Note

❒ Set the original in the same direction as the first one.

❸ After all originals are scanned, press the [#] key.

The copies are delivered to the tray.

Copying from the Bypass Tray

Use the bypass tray to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and copy paper that cannot be set in the paper tray.

Note

❒ The machine can automatically detect the following sizes as standard size copy paper:

Metric version	A3□, A4□, A5□, 8"×13"□
Inch version	11"×17"□, 8 1/2"×14"□, 8 1/2"×13"□, 8 1/2"×11"□, 5 1/2"×8 1/2"□

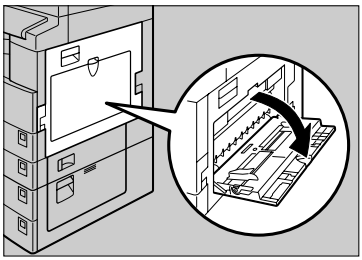
❒ If you do not use standard size copy paper, you should input vertical and horizontal dimensions. The sizes that you can input are as follows:

Metric version	• Vertical: 90 – 305mm • Horizontal: 148 – 1,260 mm
Inch version	• Vertical: 3.5" – 12" • Horizontal: 5.8" – 49.6"

Reference

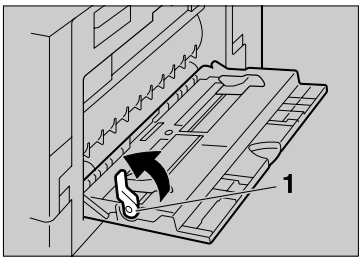
For details about paper capacity of the bypass tray, see P.13 *"Copy Paper"*.

1 **Open the bypass tray.**



ZENY100N

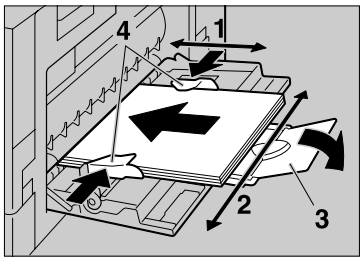
2 **Push up the paper guide release lever.**



ZENY110N

1. **Paper guide release lever**

3 **Lightly insert the copy paper face down and adjust the paper guides.**



ZENY120N

1. **Horizontal size**

2. **Vertical size**

3. **Extender**

4. **Paper guides**

Important

❒ If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.

Note

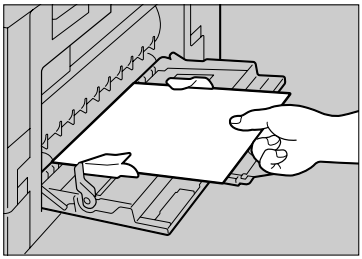
❒ Set the direction of the copy paper to ▭.

❒ Swing out the extender to support paper sizes larger than A4▭, $8^1/_2$" × 11"▭.

❒ Fan paper to get air between the sheets and avoid a multi-sheet feed.

When copying onto OHP transparencies

❶ **Lightly insert the OHP transparencies face down and adjust the paper guide.**



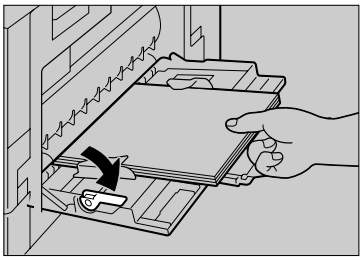
ZENY130N

Important

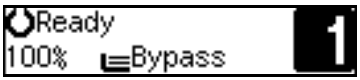
❒ The side of OHP transparencies that is copied is fixed. Before you set the OHP transparencies in the bypass tray, check the cutting position of the OHP transparencies.

❹ **Push down the paper guide release lever.**

"⊨Bypass" is selected automatically.



ZENY140N



Note

❒ If you set A4, $8^1/_2$" × 11" or larger copy paper, hold the edge of the paper and push down the paper guide release lever.

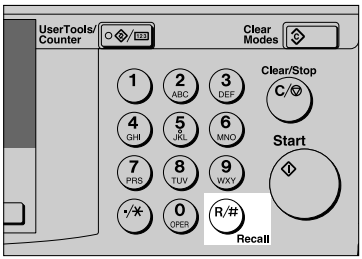
❒ If you do not push down the paper guide release lever, a misfeed might occur.

When copying onto custom size copy paper

Important

❒ You should specify the size of copy paper to avoid paper misfeeds.

❶ **Press the 【#】 key.**




```
Bypass Setting:
1.Paper Size          ◆▶
```

❷ **Make sure that "1.Paper Size" is displayed, then press the 【OK】 key.**

❸ **Press the ◁ or ▷ key until "Custom Size"is displayed, then press the 【OK】 key.**

```
Paper Size:           ◆▶/OK
 Custom Size
```

❹ **Enter the horizontal size of the paper with the number keys, then press the 【OK】 key.**

```
Custom Size:
Horiz.[43.2"]
```

Note

❒ To change the number entered, press the 【Clear/Stop】 key and enter the new number.

❺ **Enter the vertical size of the paper with the number keys, then press the 【OK】 key.**

```
Custom Size:
Vert.[29.7"]
```

Note

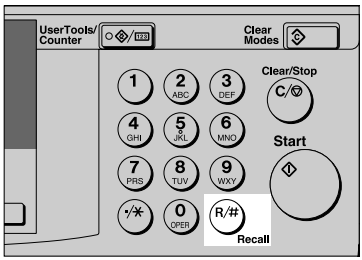
❒ To change the number entered, press the 【Clear/Stop】 key and enter the new number.

When copying onto non-detected standard size paper

Important

❒ You should specify the size of paper to avoid paper misfeeds.

❶ **Press the 【#】 key.**




```
Bypass Setting:
1.Paper Size          ◆▶
```

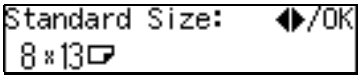
❷ **Make sure that "1.Paper Size" is displayed, then press the 【OK】 key.**

```
Paper Size:           ◆▶/OK
[Auto Detect]
```

❸ **Press the ◁ or ▷ key until "Standard Size"is displayed and press the 【OK】 key.**

```
Paper Size:           ◆▶/OK
 Standard Size
```

❹ **Press the ◁ or ▷ key until the desired size is displayed, then press the 【OK】 key.**



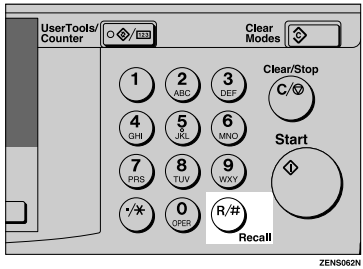
2

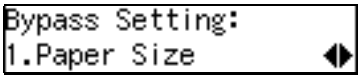
When copying onto envelopes

Note

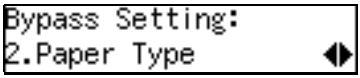
❒ Use envelopes approximately 100mm, 4″ wide.

❶ **Press the 【#】 key.**

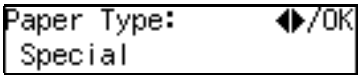




❷ **Press the ▷ key to select ″2. Paper Type″, then press the 【OK】 key.**



❸ **Press the ◁ or ▷ key until ″Special″ the desired paper type is displayed, then press the 【OK】 key.**



5 **Set your originals, then press the 【Start】 key.**

Other Functions

User Codes

When user codes are turned on, operators must input their user codes before the machine can be operated. The machine keeps count of the number of copies made under each user code.

Note

❒ When user codes are turned on, the machine will prompt you for your user code after the power switch is turned on or System Reset comes into effect.

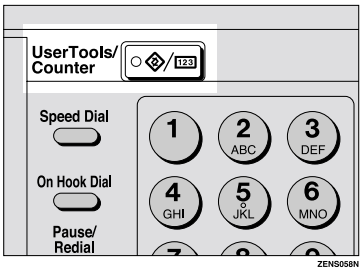
❒ To prevent others from making copies using your user code, press the 【Clear Modes】 and 【Clear/Stop】 keys simultaneously after copying.

Reference

For details about user codes, see P.62 *"Settings You Can Change with the User Tools"*.

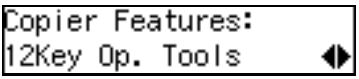
Setting the User Code

1 **Press the 【User Tools/Counter】 key.**



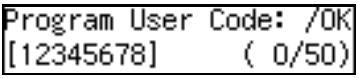
2 **Press the ◀ or ▶ key to display "3.Copier Features", then press the 【OK】 key.**

3 **Press the ◀ or ▶ key until "12Key Op. Tools" is displayed, then press the 【OK】 key.**



4 **Press the ◀ or ▶ key until "7.Program User Code" is displayed, then press the 【OK】 key.**

5 **Enter the desired user code with the number keys, then press the 【OK】 key.**



Auto Start

If you press the 【Start】 key during the warm-up period, the 【Start】 key will blink and your copies will be made as soon as warm-up finishes.

1 **Make any adjustments to copy settings during the warm-up period.**

2 **Set your originals.**

3 **Press the 【Start】 key.**

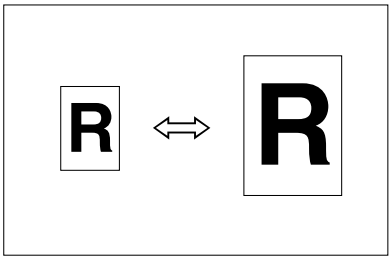
The 【Start】 key indicator alternately flashes red and green.

Note

❒ To cancel Auto Start, press the 【Clear/Stop】 key.

Preset Reduce/Enlarge

You can select a preset ratio for copying.



Note

- ❒ You can select one of 7 preset ratios (3 enlargement ratios, 4 reduction ratios).
- ❒ You can change the preset ratios to other ratios you frequently use. See "4.Set Ratio" in P.62 *"Copier Features"*.
- ❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- ❒ Copies can be reduced or enlarged as follows:

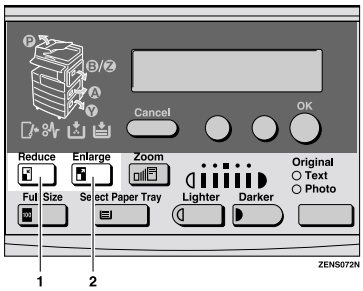
❖ Metric version

Ratio (%)	Original → Copy paper size
200 (enlarge area by 4)	A5→A3
141 (enlarge area by 2)	A4→A3, A5→A4
122	8"× 13"→A3, A4→B4JIS
93	A little reduced. (Create Margin)
82	8"× 13"→A4, B4JIS→8"× 13"
71 (reduce area by $^1/_2$)	A3→A4, A4→A5
50 (reduce area by $^1/_4$)	A3→A5, F→A5

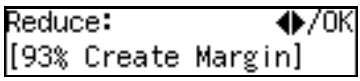
❖ Inch version

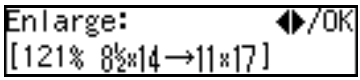
Ratio (%)	Original → Copy paper size
155 (enlarge area by 2)	$5^1/_2$" × $8^1/_2$"→$8^1/_2$" × 14"
129	$8^1/_2$" × 11"→11" × 17"
121	$8^1/_2$" × 14"→11" × 17"
93	A little reduced. (Create Margin)
78	$8^1/_2$" × 14"→$8^1/_2$" × 11"
65	11" × 17"→$8^1/_2$" × 11"
50 (reduce area by $^1/_4$)	11" × 17"→$5^1/_2$" × $8^1/_2$"

1 **Press the [Reduce] or [Enlarge] key.**



1. **Reduce key**
2. **Enlarge key**





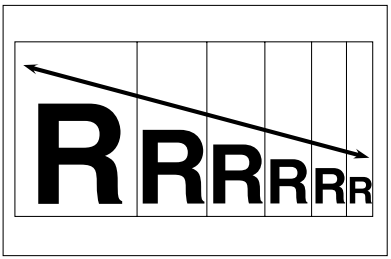
2 **Press the ◁ or ▷ key until the desired reduce/enlarge size is displayed.**

3 **Press the [OK] key.**

4 **Set your originals, then press the [Start] key.**

Zoom

You can change the reproduction ratio in 1% steps.



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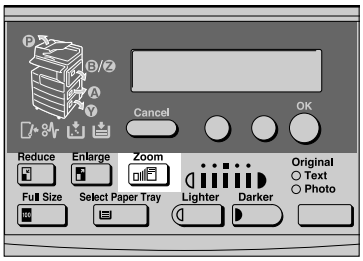
Note

- ❒ You can change the reproduction ratio from 50–200 %.
- ❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- ❒ You can select a preset ratio which is near the desired ratio, then adjust the ratio with the ◁ or ▷ key.

1 Press the 【Zoom】 key.



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2 Enter the ratio.

When using the ◁ or ▷ key

❶ Enter the desired reproduction ratios with the ◁ or ▷ key.

When using the number keys

❶ Enter the desired ratio with the number keys.

Note

- ❒ To change the ratio entered, press the 【Clear/Stop】 key and enter the new ratio.

3 Press the 【OK】 key.

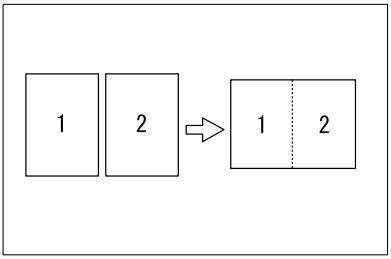
4 Set your originals, then press the 【Start】 key.

Combine

The optional 16MB copier memory unit is required for Type 1 to use this function .

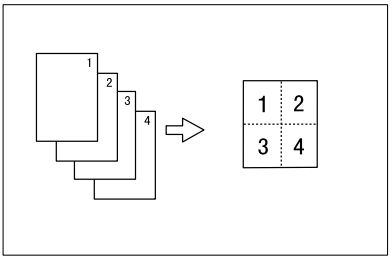
Use this feature to combine several original images onto one or more pages.

❖ 1sided 2 pages→Combine 1 Side



GC SHVY TJ

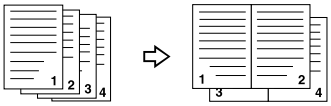
❖ 1sided 4 pages→Combine 1 Side



GC SHVY EJ

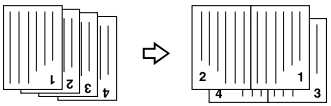
❖ Setting originals (Originals set in the document feeder)

- Originals reading from left to right



Combine5

- Originals reading from top to bottom



Combine6

Limitation

❒ You cannot use the bypass tray with this function.

❒ The machine cannot copy originals different in size and direction.

Note

❒ The number of originals copied (combined) can be 2 or 4.

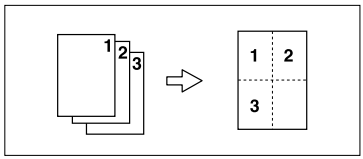
❒ In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on the copy paper sizes and the number of originals.

❒ You can change the reproduction ratio from 50-200 %.

❒ If the calculated ratio is under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins appear on copies.

❒ Even if the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly. (When the Auto Reduce/Enlarge function is selected)

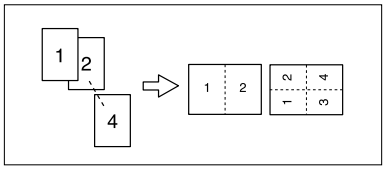
❒ When the number of originals placed is less than the number specified for combining, the last page(s) will be copied blank as shown in the illustration.



CP95-B1

❒ Direction of the originals and arrangement of combined images.

❖ **Portrait (▯) originals**



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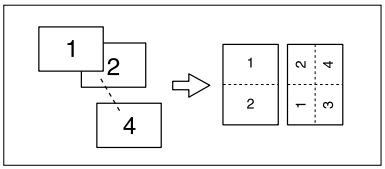
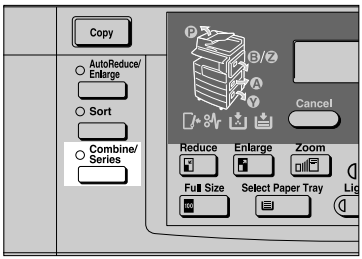
❖ **Landscape (▭) originals**



GCSHUY4E

1 **Press the [Combine/Series] key.**



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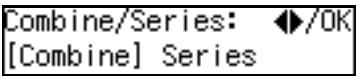
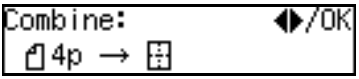
2 **Make sure that "Combine"is selected, then press the [OK] key.**



3 **Press the ◁ or ▷ key until the desired combine mode is displayed, then press the [OK] key.**



4 **Press the [Select Paper Tray] key to select the copy paper.**

5 **Set your originals.**

When setting an original on the exposure glass or in the document feeder

❶ **Set the original, then press the [Start] key.**

❷ **Set the next original, then press the [Start] key.**

Note

❒ To finish copying, press the [#] key to eject the copy.

When setting a stack of originals in the document feeder

❶ **Set your originals, then press the [Start] key.**

Series Copies

The optional 16MB copier memory unit is required for Type 1 to use this function .

You can make one-sided copies from two facing pages of bound (book) originals.

2

❖ Book→1 Sided

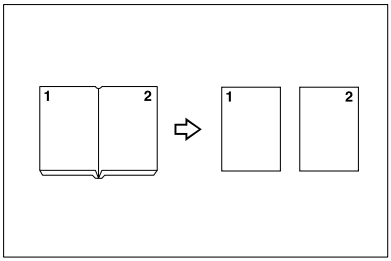
You can make one-sided copies from two facing pages of a bound original (book).

Limitation

❒ You cannot use the bypass tray with this function.

Book→1 Sided

You can make 1–sided copies from 2 facing page of a bound original (Book).



CP2B0100

Note

❒ Refer to the following table when you select original and copy paper sizes with a ratio of 100%:

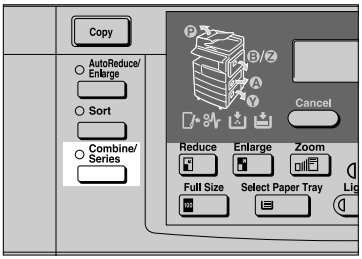
❖ Metric version

Original	Copy paper
A3	A4 × 2 sheets
B4JIS	B5JIS × 2 sheets
A4	A5 × 2 sheets

❖ Inch version

Original	Copy paper
11" × 17"	$8^1/_2$" × 11" × 2 sheets
$8^1/_2$" × 11"	$5^1/_2$" × $8^1/_2$" × 2 sheets

1 **Press the 【Combine/Series】 key.**



ZENS177N

```
Combine/Series:  ◆▶/OK
[Combine] Series
```

2 **Press the ▷ key to select "Series", then press the 【OK】 key.**

```
Combine/Series:  ◆▶/OK
 Combine [Series]
```

3 **Make sure that "Book→1 Sided"is selected, and press the 【OK】 key.**

```
Series:          ◆▶/OK
[ 🕮→🗋🗋 ]
```

4 **Select the paper by pressing the 【Select Paper Tray】 key until the paper you require is displayed.**

5 **Set your originals, then press the 【Start】 key.**

Combination Chart

The combination chart given below shows which modes can be used together. When you read the chart, please refer to the following table.

☆	means that these modes can be used together.
→	means that these modes cannot be used together. The mode after you select will be the mode you're working in.
×	means that these modes cannot be used together. The mode before you select will be the mode you're working in.

The following shows the combinations of functions.

Mode before you select \ Mode after you select		Non-standard Originals	Original Type Selection	Auto Paper Select	Auto Reduce/Enlarge	Sort	Copying From The Bypass Tray	Zoom	Combine		Series Copies
									2 pages → 1-sided	4 pages → 1-sided	Book → 1-sided
Non-standard Originals		--	☆	×	☆	☆	☆	☆	☆	☆	☆
Original Type Selection		☆	--	☆	☆	☆	☆	☆	☆	☆	☆
Auto Paper Select		×	☆	--	→	☆	→	☆	→	→	→
Auto Reduce/Enlarge		☆	☆	×	--	☆	×	→	☆	☆	→
Sort		☆	☆	☆	☆	--	☆	☆	☆	☆	☆
Copying From The Bypass Tray		☆	☆	→	×	☆	--	×	×	×	×
Zoom		☆	☆	☆	→	☆	☆	--	→	→	☆
Combine		☆	☆	×	☆	☆	×	☆	--	→	→
Series Copies	Book → 1-sided	☆	☆	×	×	☆	×	☆	→	→	--